



City of Albuquerque Information Technology Services Division Data Management

Data.cabq.gov Core Metadata Requirements

Contact Information

Who is the contact for this dataset? The contact will be the City employee who is accountable for the data provided in this dataset and can act as front-line support in the event of any questions about the data.

Name	Chris Payton
Department/Division	Finance & Administrative Services / Office of Management & Budget
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What Does this Dataset Describe?

What is the name of this dataset? How should a user identify this dataset in any communication with contact above? Provide a shorter description of the Dataset that can act as a one-line summary of the dataset when dealing with stakeholders. Provide a longer description of the data that can be readily understood by non-technical users.

Dataset Title	City of Albuquerque Employee Benefit Rates
Short Description	Employee Benefit Rates by Employee Category by Fiscal Year – FY05 – Current FY
Full Non-Technical Description	
<p>The Employee Benefit Rates by Employee Category by Fiscal Year – FY05 – Current FY file contains the information the City budgets for benefits costs by allocating funds equivalent to a percentage of each employee's salary to pay the City's portion of those benefits costs. The percentage is the same for each employee in broad groups regardless of the employee's benefit choices.</p> <p>The City of Albuquerque provides all full-time, part-time, regular, and unclassified employees with a comprehensive benefits package as part of its compensation package.</p> <p>In most cases, the City and employees share the costs of these benefits with the City-paid portion budgeted as a percentage of salary. These benefits including some or all of the following for each employee depending on position and employee benefit choices:</p> <p>Retirement benefits through the Public Employees Retirement Association (PERA)</p>	

Retirement health care through the New Mexico Retiree Health Care Authority (RHCA)
Social Security and Medicare through the Federal Insurance Contributions Act (FICA)
Health, dental, and vision insurance 80% paid by the City
Term life insurance options
Unemployment Compensation
City bus passes

Different categories of City positions are compensated with different benefit levels primarily because of variations in retirement programs. Sworn Fire Department employees, sworn Police Department employees, and Police Transport Officers have a generally shorter service time requirement to reach full retirement.

To make the contributions required to support this shorter requirement, both the City and the employees in these positions pay to Public Employees Retirement Association a higher percentage of the employee's salary.

How Should this Dataset be Cited?

How should external sources refer to this dataset in publications or documentation? Often this will simply be the URL and the date retrieved.

<http://data.cabq.gov/government/eebenefitsrates/cityofalbuquerqueemployeebenefitrates.csv>

Does the Dataset Reflect a Particular Time Period?

Provide any date restrictions that may affect the validity of the data. The table fields are defined as follows:

<i>Field</i>	<i>Definition</i>
<i>Start Date</i>	<i>Start date of the time period within which this data falls. Format: MM/DD/YYYY HH:MM:SS.</i>
<i>End Date</i>	<i>End date of the time period within which this data falls. Format: MM/DD/YYYY HH:MM:SS.</i>
<i>Dataset Refresh Interval</i>	<i>Time period between Dataset refreshes. Format: “nn [seconds/minutes/hours/days/weeks/months/years]” or the word “Static” if never refreshed.</i>

<i>Data Expiration Date</i>	<i>Date after which the data must be considered stale and no longer of sufficient utility (fit-for-purpose). Format: MM/DD/YYYY HH:MM:SS.</i>
<i>Dataset Review Date</i>	<i>Date after which this dataset will be reviewed by the City for utility (fit-for-purpose) and usage. Format: MM/DD/YYYY HH:MM:SS.</i>
<i>Comments</i>	<i>Specific comments related to any time-specific features of this dataset.</i>

Start Date	Fiscal Year 2005
End Date	Current Fiscal Year
Dataset Refresh Interval	Yearly
Dataset Expiration Date	NA
Dataset Review Date	NA
Comments	

Dataset Definition/Format

Provide a field-by-field breakdown and definition of each record. This section acts as the formal data dictionary for an individual record.

Field Name	Format	Description
Employee Group and Benefit	Text	Identifies the Employee Group (Category) and the Benefit.
FY05 Percentage	Text	The percent of the employee's salary the City budgeted for the Employee Group and Benefit identified in the first column for the Fiscal Year 2005
FY06 Percentage	Text	The percent of the employee's salary the City budgeted for the Employee Group and Benefit identified in the first column for the Fiscal Year 2006
FY07 Percentage	Text	The percent of the employee's salary the City

		budgeted for the Employee Group and Benefit identified in the first column for the Fiscal Year 2007
FY08 Percentage	Text	The percent of the employee's salary the City budgeted for the Employee Group and Benefit identified in the first column for the Fiscal Year 2008
FY09 Percentage	Text	The percent of the employee's salary the City budgeted for the Employee Group and Benefit identified in the first column for the Fiscal Year 2009
FY10 Percentage	Text	The percent of the employee's salary the City budgeted for the Employee Group and Benefit identified in the first column for the Fiscal Year 2010
FY11 Percentage	Text	The percent of the employee's salary the City budgeted for the Employee Group and Benefit identified in the first column for the Fiscal Year 2011
FY012 Percentage	Text	The percent of the employee's salary the City budgeted for the Employee Group and Benefit identified in the first column for the Fiscal Year 2012
FY013 Percentage	Text	The percent of the employee's salary the City budgeted for the Employee Group and Benefit identified in the first column for the Fiscal Year 2013

Dataset Technical Description

Provide a technical description of the dataset. This should be a complete technical description aimed at developers and expert users who need to understand the scope, strengths and limitations of the dataset.

csv format delimited with a comma (,) with a header row for field names. Each year a new column for the current fiscal year will be added.

Dataset Assumptions

What technical and business assumptions are implied in the creation of this dataset? Examples could include the way in which a salary figure was calculated or data that was omitted for a specific reason.

None

Who Produced the Dataset?

Which department in the City produced this dataset? Note that this might not always be the data owner. An example of this could be a dataset that ITSD produced on behalf of EHD who owned the data.

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Who Owns the Data?

Where did this data originate? Who owns the data used in this dataset? Note that this might not always be the dataset producer. An example of this could be a dataset that ITSD produced on behalf of EHD who owned the data.

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Why was the Dataset Created?

All datasets should have an explicit reason for existence and should, somehow, have value to someone. What is the perceived value that this dataset will bring?

In an effort to provide transparent government.

How was the Dataset Created?

How was this dataset produced? Was it a manual process? An automated process? What were the main IT systems involved in producing this dataset?

The data is created manually each year by the Office of Management & Budget.

What Similar or Related Data Should the User be Aware of?

Are there any other datasets available that may contain related or similar information? Might there be situations in which these other datasets might be a better alternative?

None

How Reliable are the Data?

Are there any concerns about overall data reliability? Are there any data problems that the user needs to be aware of? Are there any constraints with data accuracy? What levels of confidence with this

dataset could the user reasonably assume?

This data is provided by the Office of Management & Budget and is very reliable.

How Well Have the Observations Been Checked?

What quality assurance steps have been performed? Sometimes, a third-party verification/audit process may also be required. If so, provide the name of the third-party who performed the verification.

Data has been verified by the department.

Are there Legal Restrictions on the Access or Use of the Data?

Are there any specific legal or compliance restrictions for this data? How might this affect the way in which end users might access and use this data?

None.

Legal Disclaimer

The City's standard copyright, disclaimers and legal statements may be found at <http://www.cabq.gov/about/legal>. The City data policy governing data.cabq.gov may be found at <http://data.cabq.gov/policy/>.